

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: November 17, 2008
CLOSING DATE: December 22, 2008

Recruiting Bulletin No. **AF-09-2010-IT-02I**
Seattle Regional Census Center
Bothell, WA

Information Technology Specialist
GG-2210-05/07/09/11/12
Salary Range: \$31,451- \$69,107

PROMOTION POTENTIAL: **GG-12**

NUMBER OF POSITIONS: **Few**

EXCEPTED SERVICE APPOINTMENT: **This is a one year Schedule A time-limited appointment with a possible extension not-to-exceed 9/30/2010.**

DUTY LOCATION: **Bothell, WA**

AREA OF CONSIDERATION: **Internal- All current Census serving on an appointment of longer than one year (i.e., time-limited, indefinite, or competitive appointment). Applicants must meet Time-in-Grade.**

Please note: All current Census employees on a less than one year appointment, such as an LCO employee must apply to the external posting.

DUTIES: Has responsibility for management and maintenance of the LAN in the Regional Office and the Local Census Offices (LCOs). Manages the users of the system, creating and deleting users as appropriate, providing access rights to applications, files, and system devices. Trouble-shoots problems and resolves them if possible; initiates problem resolution procedures as necessary. May assist with installation of the LANs in the RCC and/or LCO. Conducts feasibility studies and recommends course of action. Reviews requirements of projects to determine objectives of the program, concepts, nature of the unprocessed data, and processes required in support of the computer effort in order to organize work processes and problems for computer solution. Oversees the creation of general utility routines and systems and independently develops the more complex routines and detailed sequences of internal program logic by coding, testing and debugging. Provides user training. Responsible for a full range of system administration/management of the Division's NOVELL Netware office automation LAN administration/management of the Division's production system environment.

QUALIFICATIONS: Applicants must have the experience *OR* education *OR* a combination of both, as indicated below.

GG-5: Experience: Three years of general experience equivalent to the next grade level that provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process.

Education: Four year course of study leading to a bachelor' degree with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-7: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade in translating detailed logical steps developed by others into language codes that computers accept, operating computer consoles, scheduling the sequence of programs to be processed by computers, and preparing documentation on cost/benefit studies including summarizing the material and organizing it into logical fashion

Education: One full year of graduate education or superior academic achievement with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-9: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer requirements and techniques in carrying out project assignments which involve the development of minor modifications to parts of a system, analyzing the interrelationships of pertinent components of the system; planning the sequence of actions necessary to accomplish the assignment.

Education: Two full years of progressively higher level graduate study or a master's degree in one of the following majors: computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or another major which provided knowledge equivalent to major in a computer field.

GG-11: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer approaches, techniques, and requirements appropriate to an assigned computer application area, planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls, adapting guidelines or precedents to the needs of an assignment.

Education: Three full years of progressively higher-level graduate education leading to a Ph.D., or equivalent doctoral degree with major study in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-12: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques that include analyzing a number of alternative approaches in the process of advising management concerning major aspects of ADP system design such as system inter-relationship, operating mode, system software, and/or equipment configuration.

Education: No substitution of education for experience is permitted.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following (number your answers 1, 2, & 3).** Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Experience with system management responsibilities of a Local Area Network (LAN) connectivity and network operating systems.
2. Experience with the design, implementation, backup, security and contingency planning, resource allocation of disk and users, installation of LAN hardware and operating system software.
3. Experience using and supporting Novell's Netware 5.x and MicroSoft's Windows desktop operating system.

For further information on this vacancy you may contact, Lori Ann Brockmeyer, HRS at (425) 908-3053.

HOW TO APPLY:

1. Each applicant must submit a completed Optional Application for Federal Employment OF-612 (PDF version is available at OPM.gov), **OR** a resume- listing your work duties and accomplishments relating to the job for which you are applying*. An Application for Federal Employment, SF-171 (obsolete), may also be used.
2. Each applicant must submit a completed Declaration for Federal Employment, OF-306 (PDF version is available on our Regional website, or at OPM.gov).
3. Each applicant must address the Evaluation Criteria questions above.
4. A complete and separate application must be submitted for each grade and posting (Internal/External) you are applying for.

*The following information is needed to evaluate your qualifications and determine if you meet the legal requirements for Federal employment. **This information MUST be included in your application package.** Failure to provide the information below may result in loss of consideration:

- Recruiting Bulletin number (e.g. AF-08-2010-PS-01), title, series and grade (e.g. GG-0301-**07**) for which you are applying.
- Full name, mailing address (including zip code), and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veterans' Preference – Applicants claiming 10-point Veterans' Preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement/letter from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference. Applicants claiming 5-point Veterans' Preference **MUST** submit a DD-214 to receive preference (Member Copy-4, if applicable). The DD-214 **MUST** show the type of Discharge (e.g. Honorable/General).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and major field of study. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

Individuals with a disability may request reasonable accommodations by calling (425) 908-3053.

APPLICATION DEADLINE: Application materials must be received by the Closing Date of the recruiting bulletin. Applications received after this date *will not* be considered. You may submit your application by mail, by courier, or in person to:

U.S. Census Bureau
ATTN: Lori Ann Brockmeyer, HRS
19820 North Creek Parkway
Suite 100
Bothell, WA 98011

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION:

- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Payment of relocation expenses IS NOT authorized.
- Applicants must be 18 years of age or older to be hired.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.